

72-4230

31 July 1972


X R. 71.52.1  
A-2.1

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Deputy Director for Science and Technology

**SUBJECT :** Preparation of Briefing Material on Honor  
and Merit Awards

**REFERENCE :** Memo dated 18 October 1971 from D/Personnel  
to A-ExDir and the Deputies, same subject

The Director is not completely satisfied with briefing papers in connection with his presentation of awards. The Executive Director has asked that in the future you forward the briefing notes and background material alluded to in paragraph 3 of reference to the Director via the undersigned.

  
Assistant to the Executive Director

STAT

cc: Director of Personnel  
Executive Secretary/HMAB

O/ExDir  sfc

Distribution:

Original - DDI

- 1 - Each other addressee
- 1 - D/Pers
- 1 - ES/HMAB
- ✓ 1 - ER
- 1 - ExDir/BE

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STAT

ER: *Chambers with ER 72-4230.*  
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EXTRACT

Morning Meeting of 17 August 1972

The Director said that he continues to have serious problems with material developed for his use in presenting medals and awards. He asked each Deputy to name someone who will develop this material in a usable form. A brief discussion followed, and the Director indicated that they be forwarded by the Deputies directly to his office.

*Each Deputy advised this date to disregard my memo dated 6 July* STAT



*18 Aug 72*

SENDER WILL CHECK CLASSIFICATION			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP		Executive Registry 72-4341	
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Personnel		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
<p>I received no reaction to my memo on this general topic, so assume I will be getting the back-up material in the future. Did you have an opportunity to raise this at the last meeting of HMAB?</p>			
FOLD HERE TO		DER	
FROM: NAME, ADDRESS		DATE	
O/Executive Director		D59	8/7/72
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FORM NO. 1-67

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**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	7 E 12 Headquarters		
3			
4	The Director		
5			
6			

12:00  
25/7/72

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

**Remarks:**

Attached are the background papers, a brief, and the Guest List for the Honor and Merit Awards Ceremony to honor:

**FOLD HERE TO RETURN TO SENDER**

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Secretary/HMAB	7/25/72

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